

# Wetland Permit Pre-Application Review

Form 35-A Revised 2/25/04



<b>Application Type:</b>	<b>Site Location:</b>
<b>Project Name:</b>	<input type="checkbox"/> Urban Area <input type="checkbox"/> Rural Area
<b>Applicant:</b>	<input type="checkbox"/> Subdivision <input type="checkbox"/> Short Plat <input type="checkbox"/> Site Plan <input type="checkbox"/> Other

**What is the wetlands protection ordinance?** Clark County's Wetlands Protection Ordinance (WPO), contained within the Clark County Code (CCC), Chapter 40.450, is designed to protect jurisdictional wetlands, non-Shoreline designated streams, and wetland buffers. The WPO regulates activities within wetlands and areas immediately surrounding wetlands, called wetland buffers. Wetlands located on adjacent properties may affect a subject site due to extension of wetland buffers across property boundaries.

**What is a wetland permit?** A Wetland Permit from Clark County is required for any one of the following:

- A "regulated activity", as defined in CCC 40.450.010B2, proposed within a "triggering application" (e.g. subdivision, short subdivision, site plan, urban grading permit applications), per CCC 40.450.110(1a).
- A regulated activity within a wetland or buffer protected by a conservation covenant (CCC 40.450.030E4).
- A regulated activity within a Category 1, 2, or 3 wetland or buffer located in an urban area.

State and federal permits may also be required for proposed wetland impacts. It is recommended that applicants meet with the County Wetland Biologist prior to the submittal of a wetland permit application to discuss feasible project options.

**How are preliminary wetland permits processed?** Wetland permits are reviewed under the same process and timeline as the primary planning review for the project when ever possible. It is recommended that wetland permit applications be submitted concurrently with the primary planning review application in order to prevent delays in project approval. A wetland permit application is not considered a fully complete item for vesting purposes in triggering applications.

- ☐ When a wetland permit is required for a project subject to a Type 3 review, the hearing will not be scheduled until a preliminary wetland permit application has been submitted.
- ☐ When a wetland permit is processed on its own, it is subject to a Type II review, per CCC 40.510.020.

**Do other agencies also regulate wetlands?** When projects are located in wetlands and/or streams, it is usually necessary to acquire permits from other agencies, such as the Washington Department of Ecology, the U.S. Army Corps of Engineers (USACE),

Washington Department of Fish and Wildlife, etc. As a result of the listing of fish species as threatened or endangered under the Federal Endangered Species Act (ESA) within Clark County, the USACE is required by law to review all proposed wetland impacts for potential "takings" of listed species. Even projects that qualify for a Nationwide Permit may require an application to the USACE. Questions regarding Federal jurisdiction should be addressed to Olivia Romano, Regulatory Branch, Seattle District of USACE at (206) 764-6908. It is the applicant's responsibility to comply with State and Federal regulations.

**Additional Comments:**

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**Attachments:** ☐ Application Form ☐ WPO Handouts ☐ Other Information

**DEVELOPMENT REVIEW**

# WETLAND APPLICATION SUBMITTAL REQUIREMENTS

1. **COVER SHEET AND TABLE OF CONTENTS** — Each submittal packet shall contain a cover sheet that contains the project name and applicant's name, address, e-mail address, and phone number. A table of contents, tabs and/or dividers to provide assistance in locating the various requirements shall follow the cover sheet.
2. **APPLICATION FORM** — The application form shall be completed and original signed in ink by the applicant.
3. **APPLICATION FEE** — The requisite fee for site plan review shall accompany the application. The check is to be made payable to "Clark County Community Development".
4. **PRE-APPLICATION CONFERENCE REPORT** — A copy of the "Wetland Permit Pre-Application Review" form must be submitted, if it has been provided.
5. **WETLAND DELINEATION** (3 copies only)
6. **RECENT AERIAL PHOTOGRAPH** — at a scale no smaller than 1" = 400' with the project boundary clearly indicated.
7. **PRELIMINARY ENHANCEMENT/MITIGATION PLAN NARRATIVE**
  - ☐ **General project description**
  - ☐ **Description of existing conditions**
  - ☐ **Assessment of wetland and buffer functions**
  - ☐ **Discussion of the exact sites, specifications, and justifications** for all regulated activities including the areas, volumes (fill and removal), and methods of all proposed wetland and buffer impacts
  - ☐ **Discussion of avoidance and minimization of impacts**
  - ☐ **Mitigation goals and objectives**
  - ☐ **Summary of conceptual mitigation plan**
    - ◇ Description of wetland types to be created
    - ◇ Description of proposed wetland and buffer enhancements
    - ◇ Discussion of proposed grading
    - ◇ Discussion of hydrology and water sources
    - ◇ Discussion of proposed plantings and plant communities
  - ☐ **Project schedule**
    - ◇ Description of monitoring and maintenance plans
    - ◇ Discussion of contingency plans if performance standards are not met
8. **EXISTING CONDITIONS MAP** — at a scale no smaller than 1" = 100'
  - ☐ **All wetlands, ordinary high water marks, and wetland and/or habitat buffers**
  - ☐ **Topography (2 ft. contours minimum) and existing roads, utilities, and structures**
  - ☐ **Vegetation coverage (i.e. plant communities)**
  - ☐ **Soil conditions**
9. **PRELIMINARY MITIGATION PLANS AND DRAWINGS** — 11" x 17" or 8 1/2" x 11" at a scale no smaller than 1" = 100'
  - ☐ **Site plan** showing the location, width, depth, and length of all proposed structures, roads, utilities, stormwater management facilities, and wastewater treatment in relation to parcel, wetland, and buffer boundaries
  - ☐ **Impact and mitigation plan**
    - ◇ Grading plan for all creation and work within existing wetlands and buffers
    - ◇ Planting plan (i.e. species, quantities/densities, stock types, and locations)
    - ◇ Monitoring plan with photo plot locations and photo angles
10. **FINAL ENHANCEMENT/MITIGATION PLAN NARRATIVE**
  - ☐ **Approved preliminary enhancement/mitigation plan and conditions of approval**
  - ☐ **Revisions to preliminary plan narrative to address conditions of approval**
    - ◇ General project description
    - ◇ Description of existing conditions
    - ◇ Assessment of wetland and buffer functions
    - ◇ Discussion of the exact sites, specifications, and justifications for all proposed regulated activities (per CCC 40.450.010(B)(2) including the areas (acres), grading volumes (cu. yds. of fill and excavation), and construction methods to be used.
    - ◇ Summary of conceptual mitigation plan
    - ◇ Mitigation goals and objectives
    - ◇ Description of wetland types to be created
    - ◇ Description of proposed wetland and buffer enhancements
  - ☐ **Proposed performance standards**
  - ☐ **Final Monitoring and Maintenance Plan**
  - ☐ **Associated plans and other permits**
  - ☐ **Evidence of Financial and Scientific Proficiency**
  - ☐ **Contingency Plan**
11. **FINAL CONSTRUCTION PLANS AND DRAWINGS**

- ☐ **Final Site plan** showing the location, width, depth, and length of all proposed structures, roads, utilities, stormwater management facilities, and wastewater treatment in relation to parcel, wetland, and buffer boundaries
  - ☐ **Final Impact and mitigation plan.**
    - ◇ Final Grading plan for all creation and work within existing wetlands and buffers
    - ◇ Erosion control and sediment management plan.
    - ◇ Final Planting plan (*i.e.* species, quantities/densities, stock types, and locations)
    - ◇ Final Monitoring plan with photo plot locations and photo angles
12. **FINANCIAL GUARANTEE ESTIMATES**
- ☐ **Performance guarantee**
  - ☐ **Maintenance guarantee**

**ADDITIONAL SUBMITTALS REQUIRED PRIOR TO FINAL APPROVAL**

- \_\_\_ *Recorded conservation covenant*
  - \_\_\_ *Proof of performance guarantee*
  - \_\_\_ *Proof of mitigation bank transfer agreement*
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**DEVELOPMENT REVIEW  
WETLAND PRE-APPLICATION CONFERENCE  
FEE SCHEDULE**

WETLAND PRE-APPLICATION CONFERENCE FEE:    \$48

**Public Service Center  
Department of Community Development  
1300 Franklin Street  
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